



House of Representatives *State of Utah*

UTAH STATE CAPITOL
350 N STATE STREET, SUITE 350
SALT LAKE CITY, UTAH 84114 • (801) 538-1029

Abby Osborne — Chief of Staff

STATE OF UTAH
invites applications for the position of:
Intern / Research Assistant

PHYSICAL ADDRESS: Utah Legislature
House of Representatives — Majority Staff
350 North State Street, Suite 350
Salt Lake City, UT 84114

OPENING DATE: Friday, August 13, 2021

CLOSING DATE: Wednesday, August 25, 2021, 5:00 p.m.

JOB DESCRIPTION:

The Utah House of Representatives Majority Staff is a partisan office serving the needs of the Majority Caucus Members. We are looking for a university student to work as a Research Assistant for the Fall 2021 Semester. This position will start immediately, will have a flexible part-time schedule during the school year (approximately 10-20 hours per week), and will end in December 2021. Options for in-person and virtual work schedules are available.

EXAMPLE OF DUTIES:

- Conducting qualitative and quantitative public policy research
- Researching and helping prepare information briefs on public policy issues
- Working closely with staff to find, compile, and analyze public data on various issues
- Providing additional administrative support to House staff as needed

Ideal Candidate:

- Will have successfully completed two full years in an undergraduate degree program, with a strong interest in public administration, public policy, or a related field such as political science or economics
- Has strong organizational, research, writing, and interpersonal skills
- Can work independently on multiple tasks

Minimum qualifications:

- Must be enrolled in an undergraduate or advanced degree program

SALARY: \$14.00 per hour with no benefits

APPLICATION INSTRUCTIONS: Submit a cover letter, resume, and two references by email no later than 5:00 pm on Wednesday, August 25, 2021 to utahreps@gmail.com. Incomplete applications will not be considered.

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Rebecca Smyrniotopoulos at rsmyrn@le.utah.gov.